

Curriculum Overview

Unit 1 – Navigating the Mac

Unit 2 – Intro to Photoshop

Unit 3 – Layers

Unit 4 – Photo Editing

Unit 5 – Advanced Composition

Unit 6 – Digital Painting

Unit 7 – 3D Objects

Unit 8 – Intro to Illustrator

Unit 9 – Typography/ Logo Design

Unit 10 –InDesign

- Introduction to InDesign
- Working with InDesign
- Finalizing and Packaging an InDesign Product

Final Project: Creating an Online Portfolio Using Weebly Websites

UNIT I: NAVIGATING THE MAC

This unit will go through how to log into your Mac, use the launch pad to find applications and the trash bin as well as file types, folders, renaming and organizing files. Saving on the computer or on external devices such as flash drives and hard drives and sharing files on google cloud will also be introduced in the unit.

Objective 1- The Mac

<i>Log-In</i>	<p>Allows access to the Mac. There is no individual account protected by a password, all files can be viewed, accessed, and edited by anyone who uses the machine.</p> <ul style="list-style-type: none">• Click on “Student” icon• Hit Return, you’re in!
<i>The Dock</i>	<p>The Dock is the bar of icons that sits at the bottom of your screen. It provides easy access to many of the apps that come with your Mac (Finder, Launchpad, Mail, Safari, Calendar). You can also add your own apps, documents and folders to the Dock on your home computer.</p> <ul style="list-style-type: none">• Scroll over an icon on the doc, it will enlarge slightly and the name will appear above it.• Click to open• To force quit, hover over icon, hold down left mouse key or right click and scroll down to “Force Quit”, hold until application closes.
<i>Launch pad</i>	<p>Launchpad helps you find, organize and easily open all of your Apps. By default, items in are arranged in alphabetical order. You can re-arrange icons by dragging them in the order you want. If there's not enough room to show all of your apps on one screen, Launchpad creates multiple pages. The dots at the bottom of the Launchpad screen show you how many pages of apps there are, and which page you are currently viewing.</p> <ul style="list-style-type: none">• Click on Launchpad (Rocketship) icon in the Dock• Locate an app icon and click to open ie. Adobe Photoshop• If icon is not located on present page, use right arrow key to scroll to next screen, or click the next dot on the bottom of the screen.• Click anywhere (except on an icon) to exit Launchpad.
<i>Trash Bin</i>	<p>The Trash is where any deleted files go. They are kept here so that if you later change your mind, the files can be rescued.</p> <ul style="list-style-type: none">• <u>Drag and drop</u> a file on the trash icon in the dock• <u>Right Click</u> on a file on your desktop and select "Move to Trash" from the pop up menu• Select a file or files and choose "File > Move to Trash" from the <u>menu bar</u>• To restore a file, click and drag it onto the Desktop or into desired location.• Empty by right clicking on trash icon and hitting “Empty”, this will permanently delete the files from the computer!!!• If there is something in the Trash Bin, the icon will have an image of crumpled paper in it, when the Trash Bin is emptied, the paper will disappear.

Objective 2- Saving and Sharing Documents

External Devices	Since Macs do not have a password protected log-in, it is necessary for students save their work to a secure location. Use a flash drive or hard drive for EVERY class. Plug into keyboard or back of computer screen. To Quit an external device, drag icon to the Trash Bin. This will eject the device. When icon disappears, it is safe to remove the device from the computer. Make sure this happens. Flash Drive or External Hard Drive
Google Drive	Students may backup their documents in their school provided Google drive. However, this will not be your sole source for saving work. You must first and always save your work to a flash drive or external hard drive. Backing up your work in google drive will also allow students to access their files from any computer in any location and share their files with their teacher and other students. You must drag and drop your files into google drive. Unfortunately, to use them in Adobe programs, they must be downloaded out of google drive every single time. This is inconvenient and time consuming and that is why we use a flash drive. Save file onto desktop. Or save file onto a flash drive. Try dragging and dropping a file into google drive if you have never done this before. Open Google drive. Drag file into "My Drive."
Email	Students can email work to themselves using their gmail account if in an emergency. However, some files may be too big for an email. Also, this is not the best way to organize your work. Save file onto desktop Open gmail, attach file to message This is also not a convenient way to save your work and is not at all recommended.

Objective 3- File Types and Organization

Document Extension Files

- .PSD (Adobe Photoshop Document) layered image file
- .AI (Adobe Illustrator Artwork) single-page vector-based drawings
- can only be opened on a computer with compatible Adobe software
- large file size which is great for print but not storage space

Image-editing Extension Files

.PNG (Public Network Graphic)

-raster graphics file format that works with lossless data compression to reduce the file size without degrading the visual quality. This is good for saving on portable devices where storage space is limited

-designed for transferring images on the Internet and great for obtaining images with no background (for web layouts)

-not for professional-quality print graphics because it does not support non RGB color spaces such as CMYK

-more commonly used over .GIF (Graphic Interchange Format) files

.TIFF (Tagged Image File Format)

-computer file format for storing raster graphics images and use for editing since, like a .PNG, it does not reduce the quality of an image

-widely supported by image - manipulation applications, by publishing and page layout applications, and by scanning, faxing, word processing, optical character recognition and other applications

-not recommended for small file or a web-friendly format

.JPG/ .JPEG (Joint Photographic Experts Group)

-most commonly used method of lossy compression (degradation of image quality) for digital images, particularly for digital photography



Figure 1 Low Compression (large file) = High Quality



Figure 2 High Compression (small file) = Low Quality

-go to format for online photos because it supports a full spectrum of colors and most universally-accepted format for almost all devices and programs

-great for displaying online

*GIF, PNG, JPEG, and TIFF files are designed for different graphic needs

- **NEW! Smart Objects**

-layers that contain image data from raster or vector images, such as Photoshop or Illustrator files. Smart Objects preserve an image's source content with all its original characteristics, enabling you to perform nondestructive editing to the layer.

Sharing/Print Extension Files

- **.PDF (Acrobat -Portable Document Format)**

-used for viewing and printing only and cannot be edited

-best used for preserving original format when opening a document in a different version, edition or program